Business Services Online Tutorial

How To Use Business Services Online Registration

Lesson 1: How to register for a Personal Identification Number (PIN) and password

Step 1: Point your browser to the Business Services Online Welcome page
www.ssa.gov/bso/bsowelcome.htm

Step 2: Select the Registration link on the BSO Welcome Page.

Step 3: After reading and agreeing to the Business Services Online Attestation page, select the **'I Accept' button.**

Step 4: Complete the Business Services Online Registration form.
(Note: Fields marked with an asterisk (*) MUST be completed.
Do NOT use punctuation in any field. This includes dashes in phone numbers.
Help pertaining to each field is located at the bottom of the page.)

Step 5: Select the 'Submit' button to process the registration form. Select the 'Cancel' button to end the registration request.

Step 6: After selecting the Submit button, your Personal Identification Number (PIN) will be display.

(Note: You can use your assigned PIN, with your SSN as your password to login to Business Services Online for up to 30 days after you register. Your password will be mailed to you within 2 weeks.

Lesson 2: How To Change Your Password

Step 1: Select 'Login' link from the Business Services Online Welcome Page after reading and agreeing to the Business Services Online Attestation page, select the '**I Accept**' button. The Login page will be displayed. You must login with your PIN and password.

Step 2: The Business Services Online Home Page will display. Select the 'Change your Password' link.
(**Note:** You must change your password at least once a year in order to keep your PIN active.)

Step 3: Complete the 'Change your Password' form. Then select 'Submit' to process or 'Cancel' to exit.

Step 4: The password change confirmation page will be displayed after selecting the 'Submit' button.

Lesson 3: How To Update Your Contact Information

Step 1: Select 'Login' link from the Business Services Online Welcome Page after reading and agreeing to the Business Services Online Attestation page, select the '**I Accept**' button. The Login page will be displayed. You must login with your PIN and password.

Step 2: The Business Services Online Home Page will display. Select the 'Update your Contact Information' link.

Step 3: The Registration Form will display. Update the information you wish to change, then select 'Submit'.

> **Note:** You can only change the following information:
> | | | |
> |---|---|---|
> | Name | Date of Birth | Address |
> | City | State | Zip Code |
> | Work # | Fax # | E-mail Address |
> | Company/Business Name | | Company Phone Number |

Step 4: The contact information updated will be displayed after selecting the 'Submit' button

Lesson 4: Deactivate Your PIN

Step 1: Select 'Login' link from the Business Services Online Welcome Page after reading and agreeing to the Business Services Online Attestation page, select the '**I Accept**' button. The Login page will be displayed. You must login with your PIN and password.

Step 2: The Business Services Online Home Page will display. Select the 'Deactivate your PIN' link.

Step 3: Complete the Deactivate your PIN form. Select 'Deactivate' to process or 'Cancel' to exit.

Step 4: The deactivated PIN confirmation page will be displayed after selecting the 'Submit' button.